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69-4941


MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inventory of Microform Systems and Equipment

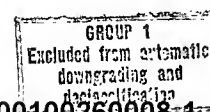
REFERENCE : Memo dtd 22 Oct 69 to D/L fr DD/S, same subject

1. This memorandum is for information only.
2. The Office of Logistics is prepared to conduct the inventory survey of microform systems and equipment as outlined in the attachment to the referent memorandum. Most of the data required in Section One - Equipment Inventory - can be obtained from our property records. Information such as lens capability and hours per week used will, of course, have to be supplied by using components.
3. By use of a questionnaire, we propose to solicit from the using components the information required for Section Two - Microform Applications. Concurrently, we will furnish the using units the equipment inventory data extracted from the property records and request verification.
4. The Chief, Support Services Staff, has advised us that the inventory of microform systems and equipment should be limited to the Headquarters area at this time. The domestic and foreign field inventory can be taken up after we see the results of the local inventory. Your notification of the Directorates of the Office of Logistics responsibility as it pertains to this survey will materially assist us in finalizing the results. We will establish a target date of 1 December 1969 for completion of this report.

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George L. Meloon  
Director of Logistics

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